

Bedford Hills, New York  
January 7, 2014

The Organizational Meeting of the Town Board of the Town of Bedford was held on January 7, 2014 at the Town Offices, 321 Bedford Road, Bedford Hills, New York. The meeting was called to order at 8:03 P.M. by Supervisor Burdick.

<b>Present:</b>	Chris Burdick	: Supervisor
	Francis T. Corcoran	: Councilman
	Mary Beth Kass	: Councilwoman
	David Gabrielson	: Councilman
	Lisbeth Fumagalli	Town Clerk
	Joel H. Sachs	: Town Attorney
	Jeffrey Osterman	: Director of Planning
	William Hayes	: Chief of Police
	Kevin Winn	: Commissioner of Public Works
	Harry Girdlestone	: Sole Assessor
	Edward Ritter	: Town Comptroller
	Steve Fraietta	: Building Inspector

And ten (10) residents/observers.

1. Designation of official newspaper.

On a motion by Mr. Corcoran, seconded by Mr. Gabrielson, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

WHEREAS, The Bedford Pound Ridge Record Review has submitted a letter requesting designation as the Town of Bedford official newspaper,

NOW, THEREFORE, BE IT RESOLVED

THAT pursuant to Section 64, Subdivision 11 of Town Law, The Bedford Pound Ridge Record Review, a newspaper having general circulation and which has been entered as second class matter at Bedford Hills, New York is hereby designated as the official newspaper of the Town of Bedford for the calendar year of 2014; and it is further

RESOLVED that when necessary, the Journal News shall be an additional newspaper for publication of legal notices from the Town of Bedford.

2. Town Board constituting an audit committee.

On a motion by Mr. Corcoran, seconded by Mr. Gabrielson, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED, that all members of the Town Board constitute an audit committee to audit bills and claims against the Town of Bedford prior to payment.

3. Membership in the Association of Towns:

- A. Approve payment of dues - \$1650.
- B. Authorization to Supervisor to vote on behalf of the Town.
- C. Appoint an alternate to vote.

On a motion by Mr. Burdick, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None

Absent: None

RESOLVED that the Town Board does hereby approve the continuation of the membership of the Town of Bedford in the Association of Towns and pay the annual membership dues in the amount of \$1,650.00 for the calendar year of 2014, said dues are based upon the population of the Town of Bedford and

IT IS FURTHER

RESOLVED that the Supervisor or alternatively, Councilman Gabrielson are authorized to vote on behalf of the Town of Bedford at the Association of Towns – 2014 Annual Business Session.

4. Authorize Supervisor to approve attendance of Town officials at seminars, etc. in accordance with 2014 Budget.

On a motion by Mr. Corcoran, seconded by Mr. Gabrielson, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED, that the Supervisor is hereby authorized to approve attendance of members of the Town government who wish to attend seminars or workshops in connection with their employment and/or appointment and be reimbursed for actual and necessary documented expenses incurred by reason of such attendance thereat, with no overnight stays unless attendance is for a licensing class, as limited by the 2014 budget.

5. Finance – Request the following actions:

On a motion by Mr. Corcoran, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby adopt the following:

A. Adoption of Investment Policy.

WHEREAS, in order to comply with State Law it is necessary to annually review the Investment Policy the Town of Bedford adopted in 1994, and

WHEREAS, Mr. Ritter, Director of Finance advised that no changes are recommended for 2014,

NOW, THEREFORE, BE IT RESOLVED

THAT the Town Board does hereby approve the Town of Bedford Investment Policy for the calendar year 2013 as submitted by Edward J. Ritter, Town Comptroller, with the Supervisor designated as Chief Fiscal Officer.

B. Designation of Depositories.

RESOLVED, that the following banks, as set forth be and they are designated, the depositories for the funds and accounts of the Town of Bedford for the period of January 1, 2014 through December 31, 2014:

JP Morgan Chase Bank  
Webster's

- C. Authorize Supervisor to transact business with designated depositories and sign necessary paperwork.

RESOLVED that the Town Board does hereby authorize the Supervisor, Deputy Supervisor and Comptroller to transact business with the designated depositories, JP Morgan Chase Bank and Webster's and sign the necessary paperwork.

D. Adoption of Transfer Policy.

WHEREAS, the Town's auditors, O'Connor Davies, LLP, have proposed the Supervisor be authorized to approve transfers within the various funds in order to streamline the budgetary process, and

WHEREAS, the Supervisor prefers her approval of transfers between any particular budget lines in an amount not exceed \$5,000 quarterly, and

NOW, THEREFORE, BE IT RESOLVED

THAT for the fiscal year of 2014, the Town Board does hereby authorize the Supervisor to approve transfers between budget lines in an amount not to exceed \$5,000 quarterly, and

BE IT FURTHER RESOLVED

THAT transfers from Contingency and transfers in excess of \$5,000 quarterly are to be approved by the Town Board, and

BE IT FURTHER RESOLVED

THAT the Town Board does hereby authorize the Finance Department to make transfers within a Department code at the request of the Department Head.

E. Authorize payments prior to audit.

RESOLVED, that the Supervisor be authorized to make payment in advance of audit to the City of New York, Westchester County, and the State of New York for fees and licenses and permits less than \$500.00 and further authorizes payment in advance of audit for utility bills, including electric, telephone, fuel, equipment leasing, water bills, permits, special summer events which programs are entirely funded by fees charged to participants, postage for the postage meter and payments made pursuant to Court Order, and

THAT all members of the Town Board constitute an audit committee to audit bills and claims against the Town of Bedford prior to payment and that the Finance Department liaison will review vouchers prior to disbursement and present to the Town Board for approval.

F. Mileage reimbursement - 56¢.

WHEREAS, by memorandum dated December 21, 2013, Edward J. Ritter, Town Comptroller advised that the 2013 IRS rate for mileage will be 56.0 cents per mile,

NOW, THEREFORE, BE IT RESOLVED

THAT the Town Board does hereby approve the reimbursement for the business use of a car, to be the 2014 IRS reimbursement of 56.0 cents per mile.

G. Designation of Town Credit Cards.

RESOLVED that the following credit card companies, as set forth, be designated for the Town of Bedford to accept payments from customers for purchases within the Town of Bedford for the period of January 1, 2014 to December 31, 2014:

Visa

MasterCard

Discover

American Express

6. Establishment of standard hours for positions within the Town of Bedford.

On a motion by Mr. Corcoran, seconded by Mr. Gabrielson, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby approve the establishment of Standard Daily Hours for the following positions in the Town of Bedford, as per the memorandum dated January 2, 2014 from Joan Gallagher, Director of Personnel:

- 1) Standard Day of Eight (8) Hours: Auto Mechanic, Assistant Park Foreman, Assistant Road Maintenance Foreman, Assistant Water Maintenance Foreman, Cleaner, Heavy Motor Equipment Operator, Laborer, Lead Maintenance Mechanic (Repair), Lifeguard, Lifeguard Captain, Motor Equipment Operator, Parks Groundskeeper, Police Lieutenant, Park Foreman, Police Officer, Police Sergeant, Police Chief, Road Maintenance Foreman, Water Maintenance Foreperson, Water Maintenance Worker – Grade 1.
- 2) Standard Day of Seven (7) Hours: Administrative Assistant to the Supervisor, Animal Warden/Parking Enforcement Officer, Assessment/Tax Aide, Assessor, Assistant Building Inspector, Assistant Superintendent of Recreation, Building Inspector, Code Enforcement Officer, Commissioner of DPW, Community Service Worker, Confidential Secretary to the Supervisor, Court Clerk, Data Entry Operator, Deputy Commissioner of DPW, Deputy Town Clerk, Director of Planning, Building and Related Services, Fire Inspector, Intermediate Clerk, Office Assistant – Automated Systems, Parking Enforcement Officer, Police Dispatcher, Recreation Supervisor, Senior Bookkeeper, Secretary – Planning Board, Superintendent of Recreation, Senior Account Clerk, Senior Office Assistant – Automated Systems, Senior Office Assistant – Police Dept., Senior Office Assistant – Recreation, Senior Office Assistant – Office Manager, Senior Recreation Leader, Receiver of Taxes, Town Clerk, Town Comptroller, Town Supervisor.
- 3) Standard Day of Six (6) Hours: Councilman, Member – Planning Board, Member – Wetlands Control Commission, Member – Zoning Board of Appeals, Recreation Assistant, Recreation Attendant, School Crossing Guard, Town Justice.
7. Proposed schedule for Regular Town Board meetings as 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month except the 2<sup>nd</sup> meeting in April (proposed Wednesday, April 17) and the 1<sup>st</sup> meeting in November (proposed Wednesday, November 5).

On a motion by Mr. Corcoran, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby schedule regular meetings of the Town Board for the first and third Tuesdays of each month except for the 2<sup>nd</sup> meeting in April, which shall be held on Wednesday, April 17 and the first meeting for the month of November from Tuesday, November 4, 2014, which is Election Day, to Wednesday, November 5, 2014, meetings unless otherwise noticed, to be held at the Town House, 321 Bedford Road, Bedford Hills.

8. Consider authorization for Supervisor to enter into agreements with Contractors, Consultants, etc.:

On a motion by Mr. Corcoran, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby approve the agreements as submitted by the individual vendors and authorizes the Supervisor to enter into them as follows:

- A. B. Laing Associates.
- B. Carl Anderson (Court Stenographer).
- C. Drug Abuse Tri-Town Agreement.

- D. Environmental Planning and Management.
- E. Evans Associates.
- F. Hahn Engineering.
- G. Horsley Witten Group.
- H. Keane & Beane.
- I. KVS.
- J. Leggette, Brashears & Graham.
- K. North East Westchester Special Recreation Inc.
- L. Northwind Kennels.
- M. O'Connor Davies LLP.
- N. Precise Translations (Court Interpreter).
- O. Spring Hill Kennels.
- P. Stellaris.
- Q. Sullivan Data Management.

9. Appointments:

- A. Deputy Supervisor – Supervisor Appointment – 2 year term.

Mr. Burdick announced that he was appointing Councilman David Gabrielson as the Deputy Supervisor, for a two (2) year term, said term to expire December 31, 2015.

- B. Receiver of Taxes – Town Board Appointment – 2 year term.

On a motion by Mr. Burdick, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson

Nays: None

Absent: None

RESOLVED that the Town Board does hereby appoint Amy M. Pectol as Receiver of Taxes for the Town of Bedford for two (2) year term, said term to expire December 31, 2015.

- C. Commissioner of Public Works and Illegal Discharge Officer. Board Appointment – 2 years.

On a motion by Mr. Burdick, seconded by Mr. Corcoran, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson

Nays: None

Absent: None

RESOLVED that the Town Board does hereby appoint Kevin Winn as Commissioner of Public Works and Illegal Discharge Officer for two (2) year term, said term to expire December 31, 2015.

- D. Comptroller – Board Appointment – 2 years.

On a motion by Mr. Burdick, seconded by Mr. Corcoran, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson

Nays: None

Absent: None

RESOLVED that the Town Board does hereby appoint Edward J. Ritter to the position of Comptroller for the Town of Bedford for a two (2) year term, said term to expire December 31, 2015.

- E. Confidential Secretary to the Supervisor – Supervisor Appointment

Mr. Burdick announced that Marcy Marchiano would serve as the Confidential Secretary to the Supervisor until March 31, 2014.

- F. Registrar and Deputy Registrar – Board Appointment – 4 years.

On a motion by Mr. Corcoran, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson

Nays: None

Absent: None

RESOLVED that the Town Board does hereby appoint Lisbeth Fumagalli as Registrar of Vital Statistics and Nina Kellogg as Deputy Registrar of Vital Statistics for the Town of Bedford for a four (4) year term, January 1, 2014 to December 31, 2017.

G. Town Attorney – Board Appointment – 1 year.

On a motion by Mr. Burdick, seconded by Mr. Corcoran, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby appoint the law firm of Keane and Beane as the Town Attorneys for the Town of Bedford for a one (1) year term, January 1, 2014 to December 31, 2014.

H. Town Historian – Board Appointment – 2 years.

On a motion by Mr. Burdick, seconded by Mrs. Kass, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby reappoint John Stockbridge as Town Historian for a two (2) year term, January 1, 2014 to December 31, 2015.

I. Town Engineer and Stormwater Management Officer – Board Appointment – 1 year.

On a motion by Mr. Burdick, seconded by Mr. Corcoran, the following resolution was ADOPTED

Ayes: Burdick, Corcoran, Kass, Gabrielson  
Nays: None  
Absent: None

RESOLVED that the Town Board does hereby reappoint James J. Hahn as Town Engineer and Stormwater Management Officer for the Town of Bedford for a one (1) year term, January 1, 2014 to December 31, 2014.

J. Court Clerk – Town Justice Appointment – 4 years.

Mr. Burdick announced that Nancy Artese had been reappointed to a four (4) year term as Court Clerk by Town of Bedford Justice Erik Jacobsen, January 1, 2014 to December 31, 2017.

K. Deputy Town Clerk – Town Clerk Appointment – 4 years.

Mrs. Fumagalli announced her reappointment of Nina Kellogg to the position of Deputy Town Clerk for a four (4) year term, January 1, 2014 to December 31, 2017.

There being no further discussion the Organizational Meeting was adjourned at 8:19 pm.

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Lisbeth Fumagalli, Town Clerk